



**DEPARTMENT OF PUBLIC SOCIAL SERVICES  
BUREAU OF SPECIAL OPERATIONS  
BUREAU OF PROGRAM & POLICY**

Number:  
4482

Date:  
04/06/2004

**ADMINISTRATIVE DIRECTIVE**

**SUBJECT: FLEEING FELONS AND PAROLE/PROBATION VIOLATORS**

**REFERENCE: DPSS ADMINISTRATIVE DIRECTIVE 3889, 1/1/1998  
DPSS ADMINISTRATIVE DIRECTIVE 3889, SUPP. I, 10/5/1998  
DPSS ADMINISTRATIVE DIRECTIVE 3889, SUPP. II, 6/1/1999  
MANUAL LETTER #386, Rev. #4384, dated 5/1/2000**

**CANCEL DATE: None**

**Special Attention:**

☒ CalWORKs/Refugee      ☒ CAPI      Report Required ☒ Yes    ☐ No  
☒ Food Stamps      ☒ GR

**I. PURPOSE**

This Administrative Directive releases procedures for processing the Fleeing Felon Match abstracts received from the California Department of Social Services (CDSS).

**II. BACKGROUND**

The Personal Responsibility and Work Opportunity Act of 1996 and Assembly Bill 1542, 8/11/1997, provide that individuals, including juveniles, who are fleeing a felony arrest warrant or are parole or probation violators are ineligible to receive CalWORKs and/or Food Stamp benefits.

Los Angeles County, Department of Public Social Services (DPSS), regulations also prohibit General Relief (GR) applicants/participants who are fleeing felons or parole/probation violators from receiving benefits.

A fleeing felon is defined as a person fleeing to avoid prosecution, custody or confinement after conviction for a crime or attempt to commit a crime that is a felony. A parole or probation violator is defined as a person in violation of a condition of probation or parole. The initial offense for which probation or parole was ordered need not have been a felony. Probation or parole may have been revoked or a warrant may have been issued.

The Welfare Fraud Prevention & Investigations (WFP&I) Section receives the Fleeing Felon match monthly. The match uses data from the California Department of Justice (DOJ) and

## II. **BACKGROUND** (continued)

matches it against the Medi-Cal Master Eligibility File (MMEF) to determine individuals who are currently receiving assistance. The initial match criteria is the Social Security Number (SSN). A secondary match that includes name, any known alias, date of birth and gender is also done when the SSN does not match.

## III. **POLICY**

Procedures to terminate aid or delete the fleeing felon from the Assistance Unit (AU) must be applied whenever the Eligibility Worker (EW) receives documentation from a law enforcement agency, including the WFP&I Section, or when the participant self-declares that he/she is a fleeing felon or parole/probation violator.

## IV. **PROCEDURES**

### A. **Welfare Fraud Investigator (WFI)**

1. Receives the Fleeing Felon Match roster and abstracts.
2. Forwards the abstracts to the designated clerk for clearance on LEADER; or receives the record of fleeing felons who are currently receiving CalWORKs, GR and/or Food Stamp benefits in Los Angeles County.
3. Clears fleeing felons currently receiving benefits in Los Angeles County on the Justice Department Interface Controller (JDIC) to determine if the arrest warrant is still active.
  - a. The WFI **must** annotate an entry on the JDIC log (WFP&I 459, Rev. 02/07/04) for each warrant cleared on JDIC.
4. If the warrant is no longer active, the WFI shall annotate the control (Fleeing Felon roster/manifest).
5. If JDIC shows that the warrant is active, the WFI shall review the abstract (Attachment I) to determine the Offense and/or if a Caution has been indicated.
6. For abstracts showing an offense code for a violent crime or a crime against a person, (Attachment II, List of crimes by Offense Code) or with a Caution the WFI shall:
  - a. Initiate a WFP&I 366, Request for Warrant Status, along with a cover letter (Attachment III) to advise the wanting agency that, out of concern for officer safety, the Department will wait 30 days before notifying the fleeing felon that his/her aid will be terminated or reduced.
  - b. Enter the Originating Agency Case Number (OCA) in the box designated CDC# for Parole Violators wanted by the Department of Corrections.

#### IV. PROCEDURES (Continued)

##### A. Welfare Fraud Investigator (WFI) (continued)

- c. Establish a 30 day control for receipt of the completed WFP&I 366 from the wanting agency.
7. The WFI shall complete the WFP&I 392, Address Response cover memo (Attachment IV) to release the fleeing felon's current address to the wanting agency, if the wanting agency returns the WFP&I 366 indicating that the warrant is active and requests the participant's current address. The WFI shall notify the district of the following:
  - a. The wanting agency notifies WFP&I that the fleeing felon is now incarcerated; or
  - b. The wanting agency notifies WFP&I that the fleeing felon is no longer living at the case record address and the warrant remains active.
8. If the WFP&I 366 is **not returned** or is returned showing the warrant is active but the wanting agency **does not request** the fleeing felon's current address, the WFI shall initiate the WFP&I 369, Fleeing Felon Case Identification Information form (Attachment V), along with the WFP&I 393, cover memo to the District Director (Attachment VI), advising the district to terminate or reduce aid.
9. For all other offenses (non-violent), the WFI shall:
  - a. Initiate a WFP&I 369, along with a cover memo to the District Director, advising the district to terminate aid or delete the fleeing felon from the Assistance Unit.
  - b. Maintain signed copies of the cover memo along with attached WFP&I 369 and control for receipt of the completed WFP&I 369 advising WFP&I that the appropriate action was taken.
  - c. Print the LEADER **Data Collection, Case Individual Summary** screen showing action taken.
10. The WFI shall complete the WFP&I 394, Monthly Fleeing Felon Report, (Attachment VII), and forward to the Supervising Welfare Fraud Investigator for inclusion on the monthly DPA 266.

##### B. Supervising Welfare Fraud Investigator (SWFI)

The Supervising Welfare Fraud Investigator (SWFI) shall:

1. Review the WFP&I 366 along with the cover letter to the wanting agency.
2. Forward the cover letter along with the attached WFP&I 366 to the Director of WFP&I or designated staff for signature.

#### **IV. PROCEDURES (continued)**

##### **B. Supervising Welfare Fraud Investigator (SWFI) (continued)**

3. Review the WFP&I 369 and the cover memo addressed to the District Director.
4. Forward the cover letter and the attached WFP&I 366 to the Director of WFP&I or designated staff for signature.
5. Forward signed cover letter/memo along with the WFP&I 366 and/or WFP&I 369 to the unit clerk for mailing.
6. Forward copies of signed cover letter/memo along with copies of the WFP&I 366 and/or WFP&I 369 to the WFI.

##### **C. District Director or Designate**

1. Receive memo from WFP&I along with WFP&I 369(s).
2. Forward WFP&I 369(s) to the District Fraud Liaison for processing.

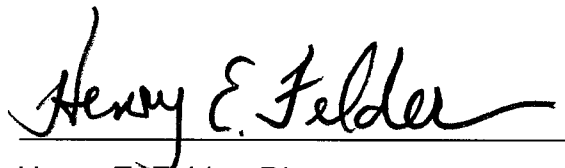
##### **D. District Fraud Liaison**

1. Receives WFP&I 369(s).
2. Forwards copy to EW
3. Controls for receipt of completed WFP&I 369 from EW.
4. Receives completed WFP&I 369(s) from EW along with LEADER printout showing that appropriate action was taken.
5. Returns completed WFP&I 369(s) to WFP&I Headquarters.

##### **E. Eligibility Worker (EW)**

1. Receives WFP&I 369(s) from District Fraud Liaison.
2. Initiates appropriate Notice of Action (NOA) as outlined in DPSS Administrative Directive 3889, Sup. I, dated 10/5/1998.
3. Terminates aid or deletes fleeing felon from AU on first of month following the 10-day notice.
4. Advises participant who disputes fleeing felon status to contact the wanting agency for documentation/verification that the warrant is no longer active.
5. Completes WFP&I 369 and forwards to District Fraud Liaison along with a LEADER printout showing what action was taken and the effective date.

District administrators may direct questions regarding this release to the appropriate CalWORKs/Refugee, CAPI, Food Stamp or GR program liaison at DPSS Administrative Headquarters.



Henry E. Felder, Director  
Bureau of Special Operations



Phil Ansell, Director  
Bureau of Program & Policy

Attachments

HEF:PA:mh

CLEARANCE/APPROVAL:

☒ BAS   ☒ BSO   ☒ BPP   ☒ BWS   ☒ OIT

STATE OF CALIFORNIA  
REPORT FFM200R ABSTRACT

DEPARTMENT OF SOCIAL SERVICES  
FLEEING FELON MATCH SYSTEM  
MATCH TYPE BY SSN

AID GROUP : CalWORKs/FS  
COUNTY NAME: LOS ANGELES

RUN DATE: 05/02/201

DOJ DATA:  
FCN (FILE CONTROL NUMBER) ..... 274-03-100-02300  
MPF (NAME) .....  
OFF (OFFENSE) ..... 2399 LARCENY  
HGT (HEIGHT) ..... 505  
WGT (WEIGHT) ..... 110  
SEX (SEX CODE) ..... F  
EYE (COLOR OF EYES) ..... BRO  
RAC (RACE) ..... H  
HAI (HAIR) ..... BRO  
POB (PLACE OF BIRTH) .....  
DOB (DATE OF BIRTH) .....  
OCA (ORIGINATING AGENCY CASE NUMBER) ..... 02270799S  
FPC (FINGERPRINT CLASS) .....  
LGI (LOCATE GROUP INFORMATION) .....  
MIS (MISC. FIELD) ..... NOEX OUTSIDE CA

ADB (ADDITIONAL DATES OF BIRTH) .....  
(UP TO 9 OCCURRENCES)

OLN (OTHER LICENSE NUMBER) .....  
(UP TO 9 OCCURRENCES)

SOC (ADDITIONAL SSN's) .....  
(UP TO 9 OCCURRENCES)

SMT (SCARS, MARKS, TATTOOS) .....  
(UP TO 9 OCCURRENCES)

MNU (MISC. ID NUMBERS) .....  
(UP TO 9 OCCURRENCES)

WS-AKA-GRP (NAME AKA) (UP TO 20 OCCURRENCES)

TOTAL NUMBER OF AKA's:

MATCHING DATA:

SSN ..... AKA INDICATOR ..... NO NAME/DOB/SEX KEY .....

MNEF DATA:

SSN ..... FBU - PERSON NUMBER .. 1 - 02 BENEFICIARY NAME ...  
SSAN (SSN VERIFICATION CODE) : J DISTRICT ..... 00 ADDRESS .....  
COUNTY ..... 19 COUNTY WORKER ..... A3  
AID TYPE ..... SEX ..... F  
SERIAL NUMBER ..... DATE OF BIRTH .....

\*\*\*\*\* CONFIDENTIAL INFORMATION \*\*\*\*\*

## FLEEING FELON MATCH OFFENSE CODES

OFFENSE CODE	TRANSLATION	OFFENSE CODE	TRANSLATION
* 999	HOMICIDE	4899	OBSTRUCT POLICE
* 1099	KIDNAP	* 4999	FLIGHT-ESCAPE
* 1199	SEX ASSAULT	5003	PERJURY
1299	ROBBERY	5005	CONTEMPT OF COURT
* 1399	ASSAULT	5006	OBSTRUCTION/JUSTICE
* 2099	ARSON	5007	OBSTRUCTION/COURT
2199	EXTORTION	5011	PAROLE VIOLATION
2299	BURGLARY	5012	PROBATION VIOLATION
2399	LARCENY	5013	CONDITION OF RELEASE VIOLATION
2499	STOLEN VEHICLE	5016	FAILURE TO APPEAR
2699	FORGERY	5099	OBSTRUCTION/GENERAL
2899	FRAUD	* 5299	WEAPON/EXPLOSIVE
2799	EMBEZZLE	5399	PUBLIC PEACE
2899	STOLEN PROPERTY	6499	TRAFFIC
2999	DAMAGE PROPERTY	6599	HEALTH/SAFETY
* 3599	DANGEROUS DRUGS	5999	ELECTION LAW
* 3699	SEX OFFENSE	6199	TAX REVENUE
3799	OBSCENITY	* 7099	CRIMES vs. PERSON
3899	FAMILY OFFENSE	7199	PROPERTY CRIMES
3999	GAMBLING	7299	MORALS/DECENCY
4099	COMMERCIALIZED SEX	7399	PUBLIC ORDER CRIME
4199	LIQUOR		

- Indicates WFP&I will initiate WFP&I 366 to wanting agency PRIOR to notifying district of fleeing felon's status.



**COUNTY OF LOS ANGELES**  
**DEPARTMENT OF PUBLIC SOCIAL SERVICES**

ATTACHMENT III

WELFARE FRAUD PREVENTION & INVESTIGATIONS SECTION  
12000 S. Hawthorne Blvd  
Hawthorne, California 90250  
Fax: (310) 263-2640

**REQUEST FOR WARRANT STATUS**

**WARRANT INFORMATION:**

Name of Felon:	List Date:	
Date of Birth:	Social Security Number:	
Warrant Number:	CDC Number:	
Offense Code:	Issue Date:	
WFI Name:	Issuing Agency:	
	File Number:	Telephone Number:

**PLEASE COMPLETE THE FOLLOWING QUESTIONS**

Is warrant currently active? YES ☐ NO ☐

If YES: Is current address requested? YES ☐ NO ☐

If NO (warrant not active): Date warrant was served: \_\_\_\_\_  
Or  
Date warrant was recalled: \_\_\_\_\_

If the warrant was not served, please indicate what action will be taken.  
\_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

Completed by: (Please Print)	Title	Telephone Number
Signature:		Date Completed:

Please complete one copy of this form and return it to the Welfare Fraud Prevention & Investigations Section at the above referenced address.



County of Los Angeles  
**DEPARTMENT OF PUBLIC SOCIAL SERVICES**

12860 CROSSROADS PARKWAY SOUTH • CITY OF INDUSTRY, CALIFORNIA 91746  
Tel (562) 908-8400 • Fax (562) 908-0459



BRYCE YOKOMIZO  
Director



Date:

Los Angeles County Sheriff  
Major Crimes Bureau  
11515 S. Colima Road Rm. C111  
Whittier, CA 90604

Board of Supervisors  
GLORIA MOLINA  
First District

YVONNE B. BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

Attention: Fugitive Warrant Unit

Per your request, we are providing the most recent address for the fleeing felon(s) on the enclosed form(s).

Please advise the Department of Public Social Services, Welfare Fraud Prevention & Investigations Section, if there is any change in the status of the felony warrant. State and federal law requires us to notify a participant of the reason they are no longer eligible for assistance. However, out of concern for officer safety this department will wait 30 days from the date of this letter before notifying the participant that benefits will be terminated or reduced.

Please mail any correspondence to: Welfare Fraud Prevention & Investigations Section, 12000 S. Hawthorne Blvd, Hawthorne, CA 90250. Please contact me at (310) 349-4515 if you have any questions or you may contact Charlesetta Lampkins at (310) 349-4695.

Sincerely,

Cheryle Henkle, Deputy Director  
Welfare Fraud Prevention & Investigations Section

CH:MH:jr

Enclosure(s)

WFP&I 392

FLEEING FELONCASE IDENTIFICATION INFORMATION

Case Name: \_\_\_\_\_ Felon Name: \_\_\_\_\_

Case Number: \_\_\_\_\_ Felon Address: \_\_\_\_\_

Dist./EW File #: \_\_\_\_\_ City and State: \_\_\_\_\_

Felon DOB: \_\_\_\_\_ Felon CIN Number: \_\_\_\_\_ Felon SSN: \_\_\_\_\_

WARRANT OUTSTANDING FROM \_\_\_\_\_ to \_\_\_\_\_ FF List Month/Year: \_\_\_\_\_

Issuing Agency: \_\_\_\_\_ Warrant Number: \_\_\_\_\_

Drug Felons: Conviction Date: \_\_\_\_\_ County: \_\_\_\_\_

Reference: MPP Section 82-32.1

Individuals convicted in federal or state court after December 31, 1997, of any felony offense that occurred on or after August 22, 1996 and has an element of possession, use or distribution of a controlled substance are excluded from receiving CalWORKs. Individuals convicted of a drug related felony after 8/22/1996 are ineligible to receive Food Stamps regardless of when the offense occurred. A controlled substance does not include distilled spirits, wine, malt beverages, or tobacco.

WFI: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

Please complete the appropriate fields below and return one copy of this form within 15 days to:

WFP&amp;I, 12000 S. Hawthorne Boulevard, Hawthorne, 90250 Attn: Program Unit

DISPOSITION

Discontinued effective: \_\_\_\_\_ Grant reduced effective: \_\_\_\_\_

Denied effective: \_\_\_\_\_ Other: \_\_\_\_\_

Completed by	Title	Phone	Date
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Reference:

CalWORKs/FS: DPSS Administrative Directive 8339, dated 1/1/1998, Supp. I, dated 10/5/1998 and Supp. II, dated 6/1/1999

General Relief: Manual Letter 386, Rev. #4384, dated 5/1/2000

# DEPARTMENT OF PUBLIC SOCIAL SERVICES



## BUREAU OF SPECIAL OPERATIONS

April 25, 2004

**TO:** John Doe, District Director

**FROM:** Luther Evans, Director  
Welfare Fraud Prevention & Investigations Section

**SUBJECT: FLEEING FELON REFERRAL**

Reference: DPSS Administrative Directive 8339, dated 1/1/1998, Supp. I, dated 10/5/1998, Supp. II, dated 6/1/1999  
General Relief Manual Letter #386, Revision #4384, dated 5/1/2000

This is to notify you of a fleeing felon or parole/probation violator in your caseload and to request that you discontinue the case.

Any person considered to be fleeing a felony arrest warrant or who is a probation/parole violator is ineligible to receive CalWORKs, General Relief and Food Stamp benefits from the date the warrant was issued until the warrant is served. The individual(s) listed on the attached form(s) was identified through a California Outstanding Felony listing as a fleeing felon or parolee at large. In addition, as of the date of this memo, WFP&I has verified the warrant information.

Please discontinue or delete the fleeing felon and determine any overpayment and/or over issuance for the period the warrant was outstanding. Once the warrant is served, the felon will be eligible on the first day of the month following the date the warrant was served, if he/she is still in the home and otherwise eligible. If the information on the attached form indicates that the warrant is still outstanding, the individual remains ineligible.

Please complete and return one copy of the attached WFP&I 369, Case Identification Information, form to WFP&I within 15 days. If you have any questions, please call me or your staff may contact Cheryle Henkle at (310) 349-4515.

Please let me know if you need any additional information.

LE:MH:mh

Attachment

WFP&I 393

**FLEEING FELON MONTHLY REPORT**

Unit: \_\_\_\_\_ WFI File #: \_\_\_\_\_ Report Month/Year: \_\_\_\_\_

No.		CalWORKs	PA Food Stamps	NA Food Stamps	General Relief	Total
1.	Matches Carried Over From Previous Month (#10 from prior month)					
2.	New Matches received in Report Month					
3.	Total Matches on Hand (# 1 plus # 2)					
	A. No. of Cases with Fleeing Felon Currently Aided on LEADER					
	B. No. of Cases with Fleeing Felon Not Currently Aided on LEADER					
4.	No. of Notifications Sent to Wanting Agencies via WFP&I 366					
5.	No. of WFP&I 366s returned from Wanting Agencies (# A plus B plus C)					
	A. Number of Active Warrants					
	B. Number of Recalled Warrants					
	C. Number with No Record, etc.					
6.	No. of District Notifications sent via WFP&I 369					
7.	No. of WFP&I 369s returned from Districts (No. A plus B plus C)					
	A. Benefits Reduced					
	B. Benefits Discontinued					
	C. No Action Necessary/Taken					
8.	No. of Matched Disposed Due to NO Response from Districts (over 90 days)					
9.	Total Matches Disposed (# 3 B plus 5 B plus 5 C plus 7 A, plus 7 B plus 7 C plus 8)					
10.	Total Fleeing Felon Matches Remaining (# 3 minus # 9)					